

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: October 28, 2014

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: INACTIVE RIFANS USERS
CFO 15-03

The Office of Accounts & Control will review RIFANS usage reports to determine if all users currently assigned to RIFANS continue to require access. If an employee has not logged into the system in twelve (12) months, their access will be terminated and they will be removed from any existing hierarchy.

If renewed access is needed, the CFO will need to submit a service ticket with the appropriate RIFANS Change Add Delete User Form.